



**U.S. DEPARTMENT OF ENERGY**  
**WORK BREAKDOWN STRUCTURE DICTIONARY**  
**PART II - ELEMENT DEFINITION**

<b>1. PROJECT TITLE/PARTICIPANT</b> Environmental Management/Bechtel Jacobs Company LLC		<b>2. DATE</b> 01/30/2003	<b>3. IDENTIFICATION NUMBER</b> DE-AC05-98OR22700
<b>4. WBS ELEMENT CODE</b> 1.12.05.03.03.03		<b>5. WBS ELEMENT TITLE</b> PORTS Pollution Prevention	
<b>6. INDEX LINE NO.</b>	<b>7. REVISION NO. AND AUTHORIZATION</b> N/A		<b>8. DATE</b> N/A
<b>9. APPROVED CHANGES</b> N/A			
<b>10. SYSTEM DESIGN DESCRIPTION</b>			<b>11. BUDGET AND REPORTING NUMBER</b>
<b>12. ELEMENT TASK DESCRIPTION</b>  WBS GRAPHIC  See attached.  INTRODUCTION  During the Cold War, the Portsmouth Gaseous Diffusion Plant (PORTS) was constructed to enrich uranium in support of both government and private sector programs. The plant is currently in Cold Standby under a lease agreement with the United States Enrichment Corporation (USEC) which produced Low Enriched Uranium for commercial applications. Waste Management will be managing "legacy waste" (generated prior to FY03) streams for characterization, treatment, storage, and disposal in compliance with DOE Orders. In addition as a result of environmental releases from past production activities, and environmental restoration projects conducted by the Portsmouth Remedial Action Project in the period between FY04-FY99, these waste streams were received for characterization, treatment, storage, and disposal by Waste Management.  This LCB covers all work required for contractor oversight and management of Pollution Prevention Program at PORTS in order to remain compliant with federal and state regulations and DOE Orders.  LOGIC RELATIONSHIPS  This subproject only contains intra-subproject ties between activities and does not have any predecessor or successor relationships with other level six WBS elements or national windows or other regulatory milestones.  SCOPE DESCRIPTION  PERFORMANCE METRICS/INDICATORS  None  PAST AND FUTURE ACCOMPLISHMENTS  PAST ACCOMPLISHMENT PRIOR TO FY 2003:  Completed Annual Pollution Prevention Program Plan (FY01)(FY02) Completed Pollution Prevention Opportunity Assessment (FY01)(FY02) Completed Radiological characterization of DOE-facilities (FY01)(FY02) Completed recycling of Paper/cans/cardboard, Light bulbs, Batteries, and Scrap metal (FY01)(FY02) Completed Ohio Prevention First Annual Report (FY02) Annual Waste Generation and Minimization Report (FY02) Monthly Pollution Prevention Waste Minimization Report (FY02) Complete ten (10) PPOA Assessments (FY02) Develop or support waste generators in developing five (5) "return on investment" type proposals (FY02). Develop six (6) communication "products" advertising the benefits of the P2 Program (FY02) Develop and present four (4) complete training packages relating to the P2 Program Plan (FY02) Review Best Management Practice documentation and produce a single report outlining P2 Program criteria (FY02). Review waste and other tracking database systems quarterly and generate a report proposing recommendations. (FY02) Develop a single report supporting the demonstration that P2 is supporting site goals and objectives (FY02)			



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<b>10. SYSTEM DESIGN DESCRIPTION</b>			<b>11. BUDGET AND REPORTING NUMBER</b>
<b>12. ELEMENT TASK DESCRIPTION</b> (Continued)  Support analysis of the Portsmouth site in regard to ISO 14000 by producing an annual report that can or could form the basis for a systemic Ports effort geared toward ISO 14000 certification by a certified auditor, but that the report will not constitute an attempt at certification. Develop Pollution Prevention Activity Form to capture employee suggestions, document pollution prevention successs, and to act as notification for waste generator requests for assistance (FY02) Produce quarterly reports containing recommendations for improvemrnt after supporting the review of documents, systems, and other requirements governing actions by project managers (FY02) Produce quarterly reports containing recommendations for supporting generator project reviews, analysis, and deployment of new technology. Incorporate P2 principles into the Waste Disposition Program's subcontractor Quality Plan (FY02)  FUTURE ACCOMPLISHMENTS  FY 2003 - 2006 Planned Accomplishments  Annual Pollution Prevention Program Plan Radiological characterization of DOE-facilities Recycling of Paper/cans/cardboard, Light bulbs, Batteries, and Scrap metal Ohio Prevention First Annual Report Annual Waste Generation and Minimization Report Monthly Pollution Prevention Waste Minimization Report  Complete (31) thirty-one PPOA Assessments 1(FY03), 10 (FY04), 10 (FY05), 10(FY06)  Develop or support waste generators in developing sixteen(16) "return on investment" type proposals 1(FY03), 5 (FY04), 5 (FY05), 5 (FY06)  Develop nineteen (19) commuication "products" advertising the benefits of the P2 Program 1(FY03), 6 (FY04), 6 (FY05), 6 (FY06)  Develop and present thirteen (13) complete training packages relating to the P2 Program Plan 1(FY03), 4 (FY04), 4 (FY05), 4 (FY06)  Review Best Management Practice documentation and produce a single report outlining P2 Program criteria  Review waste and other tracking database systems quarterly and generate a report proposing recommendations.  Develop a single report supporting the demonstration that P2 is supporting site goals and objectives  Support analysis of the Portsmouth site in regard to ISO 14000 by producing an annual report that can or could form the basis for a systemic Ports effort geared toward ISO 14000 certification by a certified auditor, but that the report will not constitute an attempt at certification.  Develop Pollution Prevention Activity Form to capture employee suggestions, document pollution prevention successs, and to			



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<b>10. SYSTEM DESIGN DESCRIPTION</b>			<b>11. BUDGET AND REPORTING NUMBER</b>
<b>12. ELEMENT TASK DESCRIPTION</b> (Continued)  act as notification for waste generator requests for assistance.  Produce quarterly reports containing recommendations for improvemrnt after supporting the review of documents, systems, and other requirements governing actions by project managers.  Produce quarterly reports containing recommendations for supporting generator project reviews, analysis, and deployment of new technology.  Incorporate P2 principles into the Waste Disposition Program's subcontractor Quality Plan  SCOPE  SAFETY AND HEALTH WORK PERFORMANCE  It is the core value of Bechtel Jacobs Company that the safety and health of every worker and the public at large, and our environment, are the most important assets we are entrusted to protect. To accomplish this, an Integrated Safety Management System (ISMS), based on DOE's ISMS has been implemented that incorporates the five core functions and is based on the seven guiding principles. The objective of ISMS is to systematically integrate safety and environmental protection into the planning and execution of all work activities. The term safety encompasses Nuclear Safety, Industrial Safety, Industrial Hygiene, Occupational Health, Health Physics, and environmental issues. ISMS requirements flow-down to Bechtel Jacobs Company subcontractors. The Five Core Functions are: (1) Define the scope of work, (2) Analyze hazards, (3) Develop and implement hazard controls, (4) Perform work within controls, and (5) Provide feedback and continuous improvement. The Seven Guiding Principles are (1) Line Management Responsibility for Safety, (2) Clear Roles and Responsibilities, (3) Competence commensurate with responsibility, (4) Balanced Priorities, (5) Identification of Safety Standards and Requirements, (6) Hazard Control Tailored to Work Being Performed, and (7) Operations Authorization.  FY 2003 - 2006 Scope :  Review the project planning, selection, and tracking forms, processes, and systems used by environmental restoration, waste management, and other organizations. Make recommendations to incorporate pollution prevention principles.  Review existing best management practices used by Portsmouth employees. Make recommendations to incorporate pollution prevention principles. Produce a single report by May 30, 2003.  Review waste and other tracking databases and systems and make recommendations for modifications, enhancements, and additions to incorporate pollution prevention principles and to support tracking and reporting of cost savings, waste reduction, energy efficiency, and other efficiencies. Produce 4 quarterly reports during the performance period.  Review Integrated Safety Management System and other policies, procedures, and systems and make recommendations to incorporate pollution prevention principles. Incorporate findings into subcontractor's re-validation activities process and revise documentation such that the recommendations are current in all policies and procedures.  Support development of pollution prevention-related site goals, including recommendations regarding the targeting of priority waste streams, identification of cost reduction opportunities, and development of related worthwhile goals including energy efficiency, alternative fuels, affirmative procurement, and health and safety as they relate to pollution prevention. Produce a			



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<b>12. ELEMENT TASK DESCRIPTION</b> (Continued)  single report during the period of performance incorporating the site goals, evaluation and recommendations.  Support evaluation and analysis of potential Portsmouth readiness to develop and/or implement an environmental management system such as ISO14000. Produce a single report that can or could form the basis for a systematic Ports effort geared toward ISO 14000 certification by a certified auditor, but that the report will not constitute an attempt at certification.  Implement employee Pollution Prevention Activity Form created in FY-02 to collect potential pollution prevention activities. This form may be electronic or hard copy and must be able to collect employee suggestions, to document pollution prevention successes, and to act as notification for waste generator requests for assistance.  Provide a report analyzing PORTS waste generation tracking systems and recommending methods to track accounts for pollution prevention successes. Produce 4 quarterly reports with recommendations for database improvements.  Assist CONTRACTOR in developing plans for future pollution prevention/waste minimization/recycling projects/programs.  Incorporate P2 principles into the Waste Disposition Program's subcontractor Quality Plan.  Compliance  Ensure compliance with all applicable laws, regulations, DOE Orders, Presidential Executive Orders, and other requirements as applied to Pollution Prevention.  Meet the pollution prevention-related provisions of the PORTS RCRA Part B permit.  DOE Annual Waste Generation and Waste Minimization Report (formerly known as the SEN-37).  Ohio Prevention First Annual report (including the Waste Minimization Certificate).  PORTS Annual Pollution Prevention Program Plan.  Assist the CONTRACTOR in meeting DOE Goals and expectations.  Assist in preparation of other reports requiring pollution prevention information.  Perform such actions to maintain the PORTS site in compliance with its RCRA Part B Permit.  Marketing and Employee Awareness  Develop posters, brochures, publications, and flyers as appropriate or directed to publicize pollution prevention concepts, methods, and technologies to site employees. Produce six (6) communication "product" during the period of performance.  Support external communication efforts regarding the Portsmouth P2 program with other DOE sites, federal and state agencies, non-profit groups, and other stakeholders.  Support development of training, presentations, audio-visual materials, and other communication products or services conveying pollution prevention; and target these products to key groups including project managers, waste generators, procurement staff			



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<b>12. ELEMENT TASK DESCRIPTION</b> (Continued)  members, accounting staff members, and to the general employee population. Produce four (4) complete training package during performance period.  Prepare and submit nominations to the White House Closing the Circle Award.  Prepare and submit nominations for the Ohio Governor's Award. (At least one nomination per award.)  Prepare and distribute at least weekly to all site employees, awareness bulletins on Pollution Prevention. Promote employee awareness and training.  Liaison with all site employees and organizations including all other subcontractors to obtain, distribute, and share pollution prevention information.  Participate and champion activities that promote pollution prevention to the surrounding communities (e.g., Ohio Governor's Earth Day Celebration).  Attend bi-annual DOE P2 conference.  Waste Generator Support  Support waste generators as they incorporate pollution prevention principles into their project planning.  Support review of documents, systems, and requirements governing actions by project managers, such as Waste Acceptance Criteria, and make recommendations to incorporate pollution prevention principles. Produce 4 quarterly reports during period of performance.  Perform or support generators in performing Pollution Prevention Opportunity Assessments, generating and evaluating options, implementing preferred options, and evaluating, documenting, and reporting success. Produce ten (10) PPOA proposal during the period of performance.  Develop or support generators in developing "return on investment" type project proposals, including analyzing process boundaries, estimating costs and potential savings, developing effective language, and submitting projects for funding. Produce five (5) proposal during the performance period.  Develop or support generators in implementing funded "return on investment" type project proposals, and support generators in evaluating, documenting, and reporting success. Produce five (5) proposal during the performance period.  Coordinate and track all recycling shipments and maintain a record of amounts sent to recycling facilities.  Submit monthly progress report and quarterly accomplishments report for DOE ORO.  Act as liaison and provide technical support regarding P2 activities to site organizations (including all other subcontractors), generators, DOE-ORO, DOE-HQ, and other DOE sites in addition to all regulators/off-site agencies and contractors/companies from facilities off-site.			



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<b>12. ELEMENT TASK DESCRIPTION (Continued)</b>  Technology Deployment  Support generator review, analysis, and deployment of new technology. Produce four quarterly (4) report during the performance period.  Perform ongoing literature reviews and other research to identify new technologies potentially suitable for Portsmouth projects or priorities, and publicize the results of that research. Produce four (4) report during the performance period.  Support tracking and reporting of cost savings, waste reduction, and other efficiencies related to technology deployment. Produce four (4) report during the performance period.  Issue monthly technology assessment bulletin identifying existing P2 technologies of potential application to PORTS processes.  Pollution Prevention: Effectively implement and manage projects and programs onsite to: reduce the generation, volume, toxicity, and release of DOE multi-media waste, promote the use of non-hazardous materials in projects and tasks, minimize the potential risks to human health and the environment, achieve operating economy and efficiency through application of pollution prevention principles, and improve the site's image in the surrounding community. Planned activities include:  Perform Pollution Prevention Opportunity Assessments when applicable. Continue education, training, and awareness activities. Maintain PORTS membership with Ohio Prevention First. Conduct radiological characterization of DOE-facilities. Maintain contact with Pollution Prevention teams and councils within the Oak Ridge Operations Office and other DOE, Government, and private pollution prevention organizations. Ensure site maintains a viable Affirmative Procurement Program. Maintain and issue the PORTS Pollution Prevention Program Plan. Complete Annual Ohio Pollution Prevention First Initiative Update Report. Complete Biennial Waste Minimization Report. Complete Annual Waste Generation and Waste Minimization Report. (Former SEN-37). Complete WM-Pollution Prevention portion of Part B Permit: Noncompliance Report to Ohio EPA. Complete WM-Pollution Prevention portion of RCRA Annual Report. Complete WM-Pollution Prevention portion of PCB Document Log. Complete WM-Pollution Prevention portion of the Annual Site Report.  Pollution Prevention Recycling: Operate and maintain existing recycling programs. (e.g. Waste office paper, light bulbs, batteries, aluminum cans, cardboard)  Pollution Prevention Project Planning & Support: Provide project level planning, oversight, support, project control, and reporting for all activities within this project. This includes, but is not limited to: Project Management, Subcontract Management, Health & Safety oversight, Quality oversight, support for the Life Cycle Baseline, other out year budget submittals, and the following reports.  Monthly Project Status Review Quarterly Project Status Review Midyear Project Status Review			



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<b>12. ELEMENT TASK DESCRIPTION</b> (Continued)  Year-end Project Status Review  FY 2004 and Out Year Scope  Infrastructure Development and Support  Review the project planning, selection, and tracking forms, processes, and systems used by environmental restoration, waste management, and other organizations. Make recommendations to incorporate pollution prevention principles.  Review existing best management practices used by Portsmouth employees. Make recommendations to incorporate pollution prevention principles. Produce a single report by May 30 of each year.  Review waste and other tracking databases and systems and make recommendations for modifications, enhancements, and additions to incorporate pollution prevention principles and to support tracking and reporting of cost savings, waste reduction, energy efficiency, and other efficiencies. Produce quarterly reports during the performance period.  Review Integrated Safety Management System and other policies, procedures, and systems and make recommendations to incorporate pollution prevention principles. Incorporate findings into subcontractor's re-validation activities process and revise documentation such that the recommendations are current in all policies and procedures.  Support development of pollution prevention-related site goals, including recommendations regarding the targeting of priority waste streams, identification of cost reduction opportunities, and development of related worthwhile goals including energy efficiency, alternative fuels, affirmative procurement, and health and safety as they relate to pollution prevention. Produce a single report each year during the period of performance incorporating the site goals, evaluation and recommendations.  Support evaluation and analysis of potential Portsmouth readiness to develop and/or implement an environmental management system such as ISO14000. Produce a single report each year that can or could form the basis for a systematic Ports effort geared toward ISO 14000 certification by a certified auditor, but that the report will not constitute an attempt at certification.  Develop employee Pollution Prevention Activity Form to collect potential pollution. This form may be electronic or hard copy and must be able to collect employee suggestions, to document pollution prevention successes, and to act as notification for waste generator requests for assistance.  Provide a report analyzing PORTS waste generation tracking systems and recommending methods to track accounts for pollution prevention successes. Produce quarterly reports with recommendations for database improvements.  Assist CONTRACTOR in developing plans for future pollution prevention/waste minimization/recycling projects/programs.  Incorporate P2 principles into the Waste Disposition Program's subcontractor Quality Plan.  Compliance  Ensure compliance with all applicable laws, regulations, DOE Orders, Presidential Executive Orders, and other requirements as applied to Pollution Prevention.  Meet the pollution prevention-related provisions of the PORTS RCRA Part B permit.			



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<b>12. ELEMENT TASK DESCRIPTION</b> (Continued)				
<p>REQUIREMENTS/DRIVERS</p> <p>Bechtel Jacobs Company LLC Contract DE-AC05-98OR22700, December 18, 1997  Integrated Safety Management System Description, BJC/OR-87, Revision 1, April 1999  OAC 3745-52-41(A)  RCRA Part B Permit  Applicable DOE Orders  Applicable Executive Orders</p>				
<p>12. ELEMENT TASK DESCRIPTION (Continued)</p> <p>As applicable, indicate other regulatory-related requirements.  CERCLA: N   RCRA: Y   DNFSB: N   DOE Orders: Y   AEA: Y/N   UMTRCA: Y/N   State: Y   Other: Y</p>				



\*\*\*\*\* Baseline Scenario: LCB03 PBV PORTS P2 PROGRAM SCHED VERIF \*\*\*\*\*

**U.S. DEPARTMENT OF ENERGY  
WORK BREAKDOWN STRUCTURE DICTIONARY  
PART II - ELEMENT DEFINITION**

<b>1. PROJECT TITLE/PARTICIPANT</b> Environmental Management/Bechtel Jacobs Company LLC		<b>2. DATE</b> 01/30/2003	<b>3. IDENTIFICATION NUMBER</b> DE-AC05-98OR22700
<b>4. WBS ELEMENT CODE</b> 1.12.05.03.03.03		<b>5. WBS ELEMENT TITLE</b> PORTS Pollution Prevention	
<b>6. INDEX LINE NO.</b>	<b>7. REVISION NO. AND AUTHORIZATION</b> N/A		<b>8. DATE</b> N/A
<b>9. APPROVED CHANGES</b> N/A			
<b>10. SYSTEM DESIGN DESCRIPTION</b>			<b>11. BUDGET AND REPORTING NUMBER</b>
<b>12. ELEMENT TASK DESCRIPTION</b> (Continued)  PROJECT SCHEDULE  Please see attached project summary schedule, project detail schedule, and Milestone Status Summary Report.  EXECUTION YEAR BASELINE  Please see attached Budgeted Cost of Work Scheduled Plan.  BASELINE BY YEAR  Please see attached Baseline by Year Report.			